

4.3 CORRESPONDENCE GUIDELINES

Correspondence Guidelines

1. The letterhead macro for WordPerfect is "NEWNETL2.WCM." The letterhead will be used for all memoranda and letters. The macro will prompt you to enter the appropriate data. For Word, use the "NETLLtr..dot" and a macro will run after the file is opened.
2. Times Roman 12 point is the font NETL will use for all correspondence.
3. Do NOT type a signature block at the end of the memorandum. The person sending the memorandum will sign beside their name in the heading.
4. You have the option of using the footer at the bottom of a memorandum or letter. If a memorandum is being sent to Headquarters for signature, the footer is not used. The information contained in the footer should be that of the contact person (e.g., if John Doe is writing a memorandum/letter for the Director, John Doe's information is in the footer).
5. The information on the MEMORANDUM FOR, THROUGH, and FROM lines should be in all caps. The information on the SUBJECT line will be in upper and lower case.
6. The third line of the MEMORANDUM FOR, THROUGH, and FROM is indented two spaces (2.86" position). The SUBJECT's second line is not indented--it will stay flush with the first line.
7. There is one blank line between the last line of MEMORANDUM FOR and FROM. The text of the memorandum will begin on the third line down from the last line of the subject.
8. If a memorandum is being sent to three or more individuals, type DISTRIBUTION in the MEMORANDUM FOR prompt. Return two from the last line of the memorandum and type DISTRIBUTION:. Return and begin typing your list. Include the symbol for the organization next to the name if addresses are from different organizations. **See example in Correspondence section.**
9. If a memorandum is addressed to two individuals, return twice from the last line of the MEMORANDUM FOR, indent four spaces, and begin typing the second person's name.
10. The closing for all letters will always be "Sincerely."
11. The closing will begin two lines down from the last line of the letter. Tab to 4.25" position and type Sincerely. Return five, tab to 4.25" and begin the signature block.
12. If correspondence needs concurrence or is to be signed by the Director, do not include the date until the correspondence is ready to be sent out. A date stamp may then be used. If correspondence will be signed and mailed the same day, use the macro to enter the date.
13. The words "w/attachment(s)" or "w/enclosure(s)" will no longer be used after a cc: list. It will be assumed that they will receive a copy. The words "w/o attachment(s)" or "w/o enclosure(s)" will follow after the individual's name if they are NOT to receive a copy.
14. To start the list of cc: or bcc: recipients, tab immediately following the colon. Do not use bcc: on any internal or HQ memos (i.e., FE/HQ, EM/HQ).
15. No Headquarters routing (FE-1) or Forrestal/Germantown will be used as part of the MEMORANDUM FOR address. Names and titles should be used instead, e.g., John Smith, FE/HQ.
16. Use spell check on ALL documents.
17. Salutation
 - When it is not known if the addressee is a man or woman, use the name as given. For example: Dear R. C. Jones:.

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- When the identity of the specific addressee is not known, use "Dear Sir or Madam:".

18. Electronic Distribution

The electronic notation of signature (original signed by) must be added to a memorandum or letter before it is sent electronically along with the date the Director signs the correspondence. Exception: If someone other than the originator signs the memo/letter, the notation should read Original signed by and include the name of the person signing.

Internal correspondence should, to the extent possible, be distributed through e-mail. External correspondence (including HQ) should be distributed as most appropriate (mail, fax, e-mail, etc.).

19. NETL Director's signature block for letters:

Rita A. Bajura
Director, NETL